



## COUNTY OF EL PASO

CIVIL SERVICE COMMISSION  
500 E. SAN ANTONIO, RM. 302  
EL PASO, TEXAS 79901  
(915) 546-2218  
FAX (915) 546-8126

**COMMISSIONERS:**

LUPE BAIN, CHAIRPERSON  
RICHARD YETTER  
MARIO J. MARTINEZ

**MINUTES OF MAY 2, 1994**

**COMMISSIONERS PRESENT:** LUPE BAIN, CHAIRPERSON  
RICHARD YETTER  
MARIO MARTINEZ

**OTHERS PRESENT:** NITA CORRAL-NAVA, DIRECTOR  
OF PERSONNEL & CIVIL SERVICE ADM.

ESTELA SALGADO, RECORDING SECRETARY

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The El Paso County Civil Service Commission met in Commissioner's Court Chambers, Room 303 and was called to order at 4:00 P.M. by Lupe Bain, Chairperson.

ITEM #1 DISCUSS AND TAKE APPROPRIATE ACTION ON MINUTES OF REGULAR MEETING OF APRIL 11, 1994.

**ACTION:** MARIO MARTINEZ MOTIONED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF APRIL 11, 1994. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #2 DISCUSS AND TAKE APPROPRIATE ACTION ON PROPOSED COUNTY REPLACEMENT POLICY.

**ACTION:** RICHARD YETTER MOTIONED TO TABLE THE PROPOSED COUNTY REPLACEMENT POLICY UNTIL THE JUNE 6, 1994 MEETING TO ENABLE ASSISTANT COUNTY ATTORNEY, EDDIE SOSA, TO BE PRESENT. MARIO MARTINEZ SECONDED. MOTION CARRIED.

ITEM #3 DISCUSS AND TAKE APPROPRIATE ACTION ON RECOMMENDED AMENDMENTS TO CIVIL SERVICE RULE 4.15 REGARDING THE TYPE OF LEAVE TO BE GRANTED FOR COUNTY EMPLOYEES TO ATTEND GRIEVANCE HEARINGS.

**ACTION:** MARIO MARTINEZ MOTIONED TO TABLE THE RECOMMENDED AMENDMENTS TO CIVIL SERVICE RULE 4.15 REGARDING THE TYPE OF LEAVE TO BE GRANTED FOR COUNTY EMPLOYEES TO ATTEND GRIEVANCE HEARINGS UNTIL THE JUNE 6, 1994 MEETING. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #4 DISCUSS AND TAKE APPROPRIATE ACTION ON CURRENT OFFICE POLICIES AND PROCEDURES FOR AGRICULTURAL EXTENSION SERVICE.

ACTION: RICHARD YETTER MOTIONED TO DELAY THE APPROVAL OF THE CURRENT OFFICE POLICIES AND PROCEDURES SUBMITTED BY DR. LARRY BROWN, COUNTY EXTENSION DIRECTOR, FOR AGRICULTURAL EXTENSION SERVICE DEPARTMENT UNTIL THE JUNE 6, 1994 MEETING TO ENABLE DR. LARRY BROWN, COUNTY EXTENSION DIRECTOR TO BE PRESENT. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #5 DISCUSS AND TAKE APPROPRIATE ACTION ON AN EMPLOYEE ORIENTATION FOR THE COUNTY ATTORNEY'S OFFICE AND SPECIFIC ISSUES BROUGHT TO THE ATTENTION OF THE CIVIL SERVICE COMMISSIONERS.

ACTION: RICHARD YETTER MOTIONED THAT ALL OF THE NON-ATTORNEY PERSONNEL STAFF FROM THE COUNTY ATTORNEY'S OFFICE ARE HERE BY DIRECTED TO BE PRESENT ON MONDAY, JUNE 6, 1994 AT 5:05 P.M. IN COMMISSIONER'S COURT ROOM #303, FOR AN EMPLOYEE ORIENTATION AND DISCUSSION PERTAINING TO THE EMPLOYEE'S RIGHTS THAT THEY HAVE UNDER THE CIVIL SERVICE RULES AND REGULATIONS SYSTEM. MARIO MARTINEZ SECONDED. MOTION CARRIED.

#### GRIEVANCE

ITEM #6 MARTHA B. MORROW, ADMINISTRATIVE SECRETARY, AGRICULTURAL EXTENSION SERVICE (DR. LARRY A. BROWN, COUNTY EXTENSION DIRECTOR, TEXAS AGRICULTURAL EXTENSION SERVICE.)

ACTION: MARIO MARTINEZ MOTIONED TO TABLE THE GRIEVANCE FOR THE JUNE 6, 1994 MEETING BASED UPON THE PARTIES AGREEMENT ON TRYING TO NEGOTIATE A SETTLEMENT. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #7 YAMILLA KAY CHEAIRS, LVN III, EPCADS (JORGE L. SALAZAR, EXECUTIVE DIRECTOR, EPCADS.)

ACTION: MARIO MARTINEZ MOTIONED TO REINSTATE YAMILLA KAY CHEAIRS WITHOUT ANY BACK PAY SUBJECT TO VERIFICATION OF HOSPITALIZATION ON THE DATES IN QUESTION AND REQUESTED THAT A DOCTOR'S RELEASE TO RETURN TO WORK BE PRESENTED TO MR. SALAZAR, EXECUTIVE DIRECTOR FOR EPCAD'S BY FRIDAY, MAY 6, 1994. LUPE BAIN SECONDED. RICHARD YETTER OPPOSED. MOTION CARRIED.

PAGE 3  
CIVIL SERVICE  
MAY 2, 1994

ITEM #8 DARLENE A. THADEN, COUNTER CLERK, DISTRICT CLERK (EDIE RUBALCABA, DISTRICT CLERK.)

ACTION: LUPE BAIN MOTIONED TO ACCEPT THE SUGGESTED RESOLUTION TO THE GRIEVANCE BY THE PARTIES SUBJECT TO THE COMMISSION RECEIVING THE INFORMATION IN WRITING AT THE JUNE 6, 1994 MEETING FROM BOTH PARTIES SO THE COMMISSION CAN RULE ON IT. RICHARD YETTER SECONDED. MOTION CARRIED.

ITEM #9 DISCUSS AND TAKE APPROPRIATE ACTION ON LETTER FROM COUNTY ATTORNEY'S OFFICE REGARDING JOAN LOPEZ.

ACTION: MARIO MARTINEZ MOTIONED NOT TO TAKE ACTION ON THIS MATTER. LUPE BAIN SECONDED. MOTION CARRIED.

ITEM #10 DISCUSS AND TAKE APPROPRIATE ACTION ON ADVISE OF THE COUNTY ATTORNEY'S OFFICE TO REQUEST FUNDING TO HIRE AN ATTORNEY ON JOAN LOPEZ'S CASE.

ACTION: MARIO MARTINEZ MOTIONED TO REQUEST FUNDING FROM COUNTY COMMISSIONER'S COURT TO HIRE ATTORNEY, STEWART FORBES TO REPRESENT THE CIVIL SERVICE COMMISSION REGARDING THE JOAN LOPEZ CASE. RICHARD YETTER SECONDED. MOTIONED CARRIED.

MARIO MARTINEZ MOTIONED TO ADJOURN AT 5:45 P.M. RICHARD YETTER SECONDED. MOTION CARRIED.

  
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LUPE BAIN, CHAIRPERSON

  
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ESTELA SALGADO, RECORDING SECRETARY